

C. I. G. Administrative Instructions

RESTRICTED

Page 1

STATINTL

NOV 4 1949

R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

1 November 1949

STATINTL


SUBJECT: Assignment to Non-CIA Training Facilities

1. Public Law 110, 81st Congress, authorizes the Director to assign or detail employees to non-CIA training facilities for special instruction or research. Under this authority Assistant Directors and Staff Chiefs may recommend employees for special training.

2. Special training approved under this authority:

- a. Must be for direct benefit of the Agency.
- b. Shall be generally restricted to the improvement of language or technical skills.
- c. Shall exclude basic courses and administrative subjects.
- d. Shall be for short periods only.
- e. Is available for permanent full-time employees only.

3. The Executive is authorized to take action on these recommendations and to authorize payment of tuition and other expenses incidental to those which he approves.


R. H. HILLEKOETER
Rear Admiral, USN
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
[REDACTED]

17-49
11 October 1949

SUBJECT: Assignment to Non-CIA Training Facilities

1. Public Law 110, 81 Congress, authorizes the Director to assign or detail employees to non-CIA training facilities for special instruction or research. Under this authority Assistant Directors and Staff Chiefs may recommend employees for special training by submitting nominations to the Executive for approval.

2. Requests for special training ^{approved under this authority} are governed by the following conditions:

- a. Must be for direct benefit of the Agency.
- b. Shall ^{be generally restricted to the improvement of} cover, ~~primarily~~, language or technical skills.
- c. Shall exclude basic courses and administrative subjects.
- d. Shall ^{be for} extend over relatively short periods only.
- e. Is available for permanent full-time employees only.

3. The Executive is ^{take action on these recommendations and to authorize} authorized to approve payment of tuition and other expenses incidental to ~~the special training~~ ^{those which he approves.}

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

^{Signature}
[REDACTED]
Executive

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DR [REDACTED] 6 October 1949

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Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
[REDACTED]

SUBJECT: Assignment to Non-CIA Training Facilities

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2. Requests for special training are governed by the following conditions:

- a. Must be for direct benefit of the Agency.
- b. Shall cover, primarily, language or technical skills.
- c. Shall exclude basic courses and administrative subjects.
- d. Shall extend over relatively short period.
- e. Is available for permanent ^{full time} employees only.

3. The Executive is authorized to approve payment of tuition and other expenses incidental to the special training.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DISTRIBUTION: A[REDACTED]
Executive

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1	Executive	<i>[Signature]</i>	10 Oct	
2	<i>Gen Counsel</i>	<i>[Signature]</i>		
3	<i>Personnel Office</i>	<i>[Signature]</i>	10/20/49	
4	<i>Executive</i>		11 Oct	
5				
FROM		INITIALS	DATE	
1	Management Officer	<i>[Signature]</i>	10/10/49	
2		<i>[Signature]</i>		
3				

☐ APPROVAL
☒ ACTION
☒ COMMENT
☐ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
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REMARKS: *Please return by 20 Oct.*

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FORM NO. 30-4
SEP 1947

STATINTL

STANDARD FORM NO. 64

RESTRICTED

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Executive
FROM : Assistant General Counsel
SUBJECT: Administrative Instruction

DATE: 14 October 1949

STATINTL

1. Section 4 of Public Law 110 provides that officers and employees of the Agency may be assigned or detailed for special instruction, research or training. The section further provides that the Agency shall pay the tuition and other expenses of such officers and employees "under such regulations as the Director may prescribe".

2. While it is perfectly appropriate for the Director to delegate to the Executive or other appropriate officials the authority to approve payment of tuition and other expenses, it must be done under such regulations as he shall prescribe.

3. As it is understood that Administrative Instruction [redacted] is the first instruction on this subject, and there has been no delegation by the Director of the specific authority granted in paragraph 3 of this instruction, it is recommended that the instruction be signed by the Director of Central Intelligence himself, thus prescribing the regulations contemplated by the act.

4. If this instruction is signed by the Executive rather than the Director, it may create a problem when vouchers are audited, as the GAO might take exception to them in the absence of specific regulations from the Director.

5. As a matter of editorial comment, the phrase "81st Congress" is correct and not the phrase "81 Congress" in paragraph one, line one.

[redacted]
Walter L. Pforzheimer

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DRAFT PREPARED BY BUDGET OFFICE

ADMINISTRATIVE INSTRUCTION

STATINTL

SUBJECT: Assignment or Detail of CIA Personnel for Special Instruction,
Research or Training

1. Scope of Assignment or Detail. When such assignments or details will result in a direct benefit to the Agency, CIA employees may be assigned or detailed for special instruction, research or training (excluding education in administrative subjects) at or with domestic or foreign public or private institutions; trade, labor, agricultural or scientific associations; courses or training programs under the National Military Establishment; or commercial firms.
2. Initiation of Action by Supervisor. A supervisor desiring to assign or detail an employee to an activity coming within the purview of the above will submit a memorandum to the Assistant Director of his Office giving justification for the request. Such justification must clearly state the anticipated benefit to the Agency.
3. Approval of Assistant Director and Executive. The Assistant Director will approve or disapprove all requests, and forward those approved, through the Personnel Officer, to the Executive for final approval or disapproval.
4. Payment of Tuition, Expenses, etc. In addition to his regular salary, and allowances where applicable, an employee assigned or detailed will receive the following, subject to existing regulations:
 - a. Travel expenses including per diem.
 - b. Tuition, books, and necessary fees.

c. In the event of transfer of official station, transportation expenses of immediate family and expenses incident to the movement of household goods and personal effects.

5. Coordination by Personnel Officer. All arrangements for assignment or detail of personnel will be coordinated by the Personnel Officer.

6. Eligibility of CIA Personnel. CIA employees having permanent status are eligible for special instructions, research or training. Those not eligible are IAC personnel assigned for temporary tours of duty, part-time employees and other personnel serving on a temporary or intermittent basis.

7. Employee Agreement. Any employee assigned or detailed under the provisions of this instruction must sign an agreement if deemed necessary by the Executive that he will not voluntarily leave the Agency during a specified period after returning to duty. An employee who violates this agreement will be required to reimburse the Agency for all monies expended in his behalf (exclusive of his regular salary and allowances where applicable) during the period of special instruction, research or training.

8. Responsibility of Inspection and Security. An employee assigned or detailed will be briefed by I&S prior to departure to insure adequate security protection for the Agency. During the period of special instruction, research or training, he will remain subject to all security restrictions and penalties currently in effect for Agency personnel. If necessary, adequate "cover" will be provided.

<div style="display: flex; justify-content: space-between;"> CLASSIFIED RESTRICT CONFIDENTIAL SECRET </div> <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP	
TO	
1	Management Offices
2	
3	
4	
5	
FROM	
1	Executive ¹⁰
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<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: Director's policy on this subject has been very restrictive and generally kept in short language courses. Believe ICAPs should survey possible need from an operational viewpoint and submit recommendations. Please discuss & coordinate with ICAPs.

SECRET	CONFIDENTIAL	RESTRICTED	<div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;">UNCLASSIFIED</div>
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FORM NO. 30-4
SEP 1947

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

26 August 1949

STATINTL

SUBJECT: "Assignment of CIA Personnel for Special Instruction, Research, or Training to Non-CIA Training Facilities.

1. Scope of Assignment. Central Intelligence Agency employees may be assigned for special instruction, research, or training at or with:
 - a. Domestic, foreign public, or private institutions.
 - b. Trade, labor, agricultural, or scientific institutions.
 - c. Courses or training under the National Military Establishment.
 - d. Commercial firms, when such assignments will result in a direct benefit to the Agency.
2. Eligibility of CIA Personnel. CIA employees holding permanent appointments are eligible for special instruction, research, or training. Those not eligible are:
 - a. Temporary and part-time CIA employees.
 - b. Temporary consultants.
 - c. IAC personnel assigned for temporary tours of duty.
3. Initiation of Action by Supervisor. A supervisor desiring to nominate an employee for training will submit a request to the appropriate Assistant Director or Staff Chief for his approval. The memorandum will contain a detailed justification for the request which will encompass the following:
 - a. A careful analysis of the relationship of the proposed training to the position to which the employee is assigned, or is to be assigned.
 - b. (His) best estimate of the long-range needs of the Agency for personnel trained in the field concerned.
 - c. The number of persons within the Agency currently trained in the field concerned. (Secured from Personnel Office.)

PERSONNEL OFFICE

-1-

- d. An appraisal of the general efficiency and intellectual capacity of the employee.
 - e. The general suitability of the employee for such training (e.g., educational background, age of employee, length of service with CIA, probable length of future service, etc.).
 - f. The dispensability of the employee during the period of training. Whether a replacement will be required for the trainee's period of absence.
4. Coordination by Personnel Officer. The Personnel Officer will verify and evaluate all applications and submit them to the Executive for approval. Personnel will make all necessary arrangements, including Inspection and Security clearance of place of training, for approved cases.
5. Payment of Tuition, Expenses, etc. In addition to his regular salary, and allowances where applicable, an employee so assigned will receive the following, subject to existing regulations:
- a. Travel expenses, including per diem.
 - b. Tuition, books, and necessary fees.
 - c. Transportation expenses of immediate family, and expenses incident to the movement of household goods and personal effects, in the event of transfer of official station.
6. Employee Agreement. An employee assigned for training of over six months duration must sign an agreement he will not voluntarily leave the Agency for a period of one year after returning to duty. An employee who violates this agreement will be required to reimburse the Agency for all moneys expended in his behalf for such training.
7. Responsibility of Inspection and Security. In addition to granting approval for place of training, Inspection and Security will brief the employee prior to his departure. The employee will remain subject to CIA security regulations during his period of training.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

NOV 26 2 11 23

ADJUTANT GENERAL

Executive

STATINTL

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COMMENTS REGARDING PROPOSED ADMINISTRATIVE INSTRUCTION ON
"ASSIGNMENT OF CIA PERSONNEL FOR SPECIAL INSTRUCTION, RESEARCH,
OR TRAINING TO NON-CIA TRAINING FACILITIES."

GENERAL


1. We agree that the provisions in the CIA Act of 1949 covering education and training are worthwhile adjuncts to successful administration of the Agency.
2. We feel, however, that this type of legislative permission should be utilized very sparingly on an individual need basis rather than as a general type of procedure, and always for the unquestionable benefit of the Agency rather than the individual.
3. Under this law no employee should ever be given permission to participate in basic courses of instruction. To grant such would expose the Agency to much criticism.
4. Any assignments for special instruction should be of a short-term, temporary nature.
5. It is felt that the provision of guaranteeing one year of employment after six months or more of special instruction is too short a period of time.
6. Because of these caveats, consideration should be given to whether it is advisable to broadcast the proposed Administrative Instruction too generally throughout all levels of the Agency. We should guard against employees getting the concept that this is a "gravy train" upon which they can ride with little justification. Under this observation, it may be well to send a special memorandum to the Assistant Directors for their guidance.

* * * *

SPECIFIC

1. Re-write 1 a. As presently written it is incorrect.
2. Re-write 1 b to conform with Act.
3. The word "His" in 3 d is not clear.

STATINTL


Acting Chief, ICAPS

MAR 29 1950 *Feb*

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

24 March 1950

STATINTL

SUBJECT: Assignment to Non-CIA Training Facilities.

STATINTL

1. Paragraph 3, Administrative Instruction [REDACTED] dated 1 November 1949, is rescinded and the following is substituted therefor:

"3. Payment action under the provisions of this Instruction shall be as follows:

"a. The Executive is authorized to take action on recommendations submitted by the Assistant Directors and Staff Chiefs and to authorize payment of or advance reimbursements for tuition and other expenses incidental to those which he approves.

"b. In order to provide proper security, the individual CIA employee will normally effect personal payment of tuition and related expenses and obtain reimbursement from the Finance or Fiscal Divisions.

"c. The amount of advance reimbursement to an individual CIA employee authorized to utilize a non-CIA training facility shall be determined by the Certifying Officer. No advance will be made in amounts less than \$25.00.

"d. Recommendations requesting the use of confidential funds for a vouchered employee will include adequate justification."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Captain, USN
Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

Executive

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R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

1 November 1949

STATINTL

[REDACTED]
SUBJECT: Assignment to Non-CIA Training Facilities

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[REDACTED]
R. H. HILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

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